



DEPARTMENT OF THE ARMY
HEADQUARTERS, EIGHTEENTH MEDICAL COMMAND
UNIT #15281
APO AP 96205-0054

REPLY TO
ATTENTION OF:

EAMC-L-PMD (710)

16 OCT 2002

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Memorandum Number 8, Procedures for Hand Receipt Holders (HRHs)

1. References.

- a. AR 710-2, Inventory Management Supply Policy Below the Wholesale Level, 31 Oct 1997
- b. AR 735-5, Policies and Procedures for Property Accountability, 31 Jan 1998
- c. DA Pam 710-2-1, Using Unit Supply System (Manual Procedures), 31 Dec 1997

2. Purpose. This policy memorandum establishes responsibilities and procedures for use by the hand receipt holder (HRH) and others in requesting, accounting for, and disposing of property book items.

3. Applicability.

a. This policy memorandum is applicable to all 18th MEDCOM hand receipt holders. The person who signs for the property from the Property Book Officer (PBO) is called the Primary Hand Receipt Holder (PHRH). The signature of the PHRH indicates he or she has received the property and accepts responsibility for it.

b. The PHRH's subordinate who received the property and signed the sub-hand receipt is called the sub-hand receipt holder (SHRH). Whenever a new person assumes responsibility for the hand receipt or sub-hand receipt, an inventory of property must be done to ensure that all the property listed is actually there.

4. Responsibilities.

a. Exercise direct responsibility in accounting for property accepted on hand receipt from PBO. This includes the maintenance of formal property records in accordance with above references and those actions that are prescribed in this policy.

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b. Maintain formal accountability and physical security for government property receipted to him/her. Ensure that hand receipted items are properly used and cared for, and that proper custody and safekeeping are provided.

5. Procedures: Hand receipts are mandated whenever property book or durable items are issued. The signature of a person on a hand receipt establishes direct responsibility.

a. Assumption of Hand Receipt.

(1) All HRH are designated in writing and appointed by the commander. Memorandum/Appointment orders designate the HRH and provide specific responsibilities pertinent to the HRH. Individuals in the grade of E4 or below may serve as a HRH at the discretion of the commander after receiving a written recommendation from the soldier's supervisor.

(2) Newly appointed HRH must receive a briefing outlining his/her duties and responsibilities. The PBO OIC/NCOIC or commander at the unit level conduct the briefing to the new HRH signing the hand receipt.

(3) When possible, a new HRH will be appointed 45 days in advance to allow for property inventory and transition. Early HRH notification and inventory completion allows for sufficient time to investigate inventory deficiencies and initiate adjustment procedures, when required.

(4) A HRH should complete a joint inventory 30 days before a new HRH assumes duties or outgoing HRH departs IAW paragraph 9-3 of reference c. This period may be extended, but the reasons for the delay must be addressed in writing to the unit commander/PBO within the 30-day inventory period. Failure to complete inventory requirements within the designated time period can be regarded as negligence to maintain accountability for the property. Subsequent reported losses could lead to finding of pecuniary liability against the incoming/newly appointed HRH.

(5) Keep hand and subhand receipts current. Do this by posting inventory changes as they occur or by using change documents (DA Form 3161).

(a) Use DA Form 3161 for issue and turn-in transactions between the PBO and the HRH. This form is also used for issue and turn-in transactions between the HRH and the SHRH.

(b) Post inventory change documents to hand receipt or sub-hand receipts within 6 months. The 6-month period is based on the date of the oldest change document.

(c) Post change documents before a change of HRH or SHRH. When the HRH is replaced, all property listed on the hand receipt will be inventoried. The responsible officer will specify how much time will be allowed to conduct the inventory. The allowed inventory period should not exceed 30 days. All additional property not listed on the hand receipt will be reported to the PBO.

(6) When a HRH leaves the area of his/her primary duties for a period of time in excess of 30 calendar days e.g., TDY, leave, emergency, hospitalization or extended detached duty, the commander/activity chief will appoint a temporary HRH. A joint inventory will be conducted upon departure and return of the HRH. This action protects the current HRH from possible liability for loss of property during his/her absence and ensures that government property remains accounted for.

(7) To conduct a proper joint inventory, take the following steps:

(a) Verify that all hand receipts and shortage annexes are current and all change documents (turn-ins and issues) have been posted to the hand receipt.

(b) Ensure that the SHRH has a current copy of the sub-hand receipt to use to conduct the inventory. A written response from the SHRH stating the date and results of the inventory must be forwarded to the HRH.

(c) Review the hand receipt to identify the type of items to be inventoried. If needed, select personnel to assist you in the inventory and provide them instructions.

(d) Notify the SHRH of when and how the inventory is to be conducted.

(e) Review DA Pam 25-30 to ensure the most current supply catalogs, component lists, technical manuals, and other related publications are used during the inventory. The incoming HRH will conduct the inventory using the publication on-hand. If no publication is on hand, prepare a component list of items on hand pending receipt of the most current publication. Inform the PBO/unit commander of this action.

(f) Physically locate and count each item listed on your hand receipt that is not listed on a valid sub-hand receipt.

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(g) If possible, all items should be brought to a central location. When items are spread among several locations, inventory all like items at the same time to preclude items from being moved during the inventory and being double-counted or missed.

(h) Look over each item when it is counted to ensure it has no obvious damage or other indications that it might be unserviceable; for example, scars or scrapes across the top of a radio case or a broken handle on a screwdriver.

(i) Report to the PBO any extra property discovered during the inventory. If additional quantities (more than are posted to your HR) are found, turn them in to your PBO or have the PBO add them to your HR.

(j) Complete the inventory as soon as possible. Do not delay completion of the inventory since you are trying to locate missing equipment. Verify quantities and serial numbers before you sign the hand receipt.

(k) Annotate on your hand receipt the location or sub-hand receipt number next to each item listed. Don't loan your property to another organization unless your PBO or commander approves the action.

(l) For items on sub-hand receipts, verify that the SHRH is still authorized to have the property and is aware of his or her responsibility to safeguard the property, and obtain a current inventory from him or her.

(m) If time or distance prevents you from personally counting all your property, you may have someone assist in the inventory; however, you will still be responsible for the property.

(n) When distance prevents you from physically viewing your property or randomly checking on it between inventories, you should consider issuing it on a sub-hand receipt to someone responsible at that location.

(o) Equipment having Components of End Items (COEI) and/or Basic Issue Items (BII) will be inventoried using the applicable Army publications (TMs, SCs) and current shortage annexes to ensure that all components are on hand.

(p) Check all open maintenance requests with the supporting maintenance facility to ensure the maintenance request (DA Form 2407) is still valid. Physically verify all items in maintenance or request written verification from maintenance facility if this

cannot be accomplished. The maintenance hand receipt should not be more than 6 months old. It is the SHRH or user's responsibility to ensure that equipment being turned in to the maintenance shop is still outstanding for repair or technical inspection.

(q) Physically verify and update all items on temporary hand receipts with other units/activities. Notify the PBO about items on temporary hand receipt outside of your unit.

(r) Remaining shortages will be extensively researched for possible administrative errors. If errors are found, the outgoing commander/HRH will initiate an AAR and submit to the PBO for approval.

(s) When you no longer need an item, turn it in or request disposition instruction from the PBO. Always keep copies of your turn-in and issue documents until they have been posted to your hand receipt. Destroy all hand receipt transactions during the hand receipt update process once you have verified the transactions have been posted.

(t) Ensure all shortages are on valid request and cancellations are submitted for excess due-ins.

(u) Update sub-hand receipt holders before the master hand receipt is updated with the PBO. Read and understand the PBO guidelines for management of property and required inventories.

(v) Prepare a memorandum showing the results of the inventory. Note any discrepancies/shortages. If you are the PHRH, send it to the PBO. If you are the SHRH, send it to your PHRH. Keep one copy in your file.

(w) Maintain a current copy of all memos documenting the results of the inventories of your HRH/SHRH. Make sure your hand receipt is adjusted to reflect the results of your inventory.

(x) Report differences pertaining to property book items to the PBO. The PBO will conduct causative research for these differences. Causative research includes but is not limited to, comparing all postings to the applicable property book page against documents that support those postings, verifying all hand receipt change documents, and searching storage areas controlled by the PBO.

(y) If a HRH departs the unit without transferring responsibility for property, the unit commander/supervisor will appoint a person to act on their behalf so that a joint inventory can be conducted.

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(z) All pending documents that have not posted through the automated property book systems will be reflected manually on the hand receipt. It is emphasized that receipts and turn-ins should be closely monitored during the inventory and minimized when possible.

(8) Responsibilities of outgoing HRH after the joint inventory:

(a) Discrepancies must be brought to the attention of the PBO prior to acceptance of the hand receipt and release of the outgoing HRH.

(b) The outgoing commander/HRH will resolve all discrepancies and initiate relief from responsibility prior to the effective date of the HRH if discrepancy cannot be resolved IAW paragraph 9-3 of reference c.

(c) If items are found later, adjustment documents can be changed or canceled accordingly.

(d) Inventory will be completed before new PHRH assumes duties or outgoing PHRH departs, whichever is first.

(e) When inventory cannot be completed, a written request for extension will be requested from the next higher command. If extension of time is not granted, the incoming PHRH becomes responsible on the effective date of assumption of duties.

(f) Clear your hand receipt or transfer your property responsibility to your successor before you leave your unit. Obtain a signed receipt.

b. Inventory of Property Receipt and Issue:

(1) All HRHs or their designated representatives will physically receive property from the PBO. Unless approved authorization is obtained from the PBO, the only authorized "Ship To" address for non-expendable property is to the PBO.

(2) HRH may designate individual(s) to receipt for property in his/her absence by completing a DA Form 1687 (Notice of Delegation of Authority-Receipt for Supplies). The DA Form 1687 must be updated annually by the HRH.

(3) The HRH ensures that those individuals to whom they delegate authority are thoroughly familiar with the procedures contained in reference c.

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(4) Make sure the items are for your unit before signing the hand receipt. Do this by checking the document number and/or the unit name on the receipt document.

(5) Check the item to make sure it matches the description on the receipt document. Report problems to the warehouse NCO/SSA issue clerk for correction.

(6) Count all items. Make sure the quantity received agrees with the quantity recorded on the receipt document. Report any differences to the issue clerk for correction.

(7) Check end items for completeness. Use the proper TM or SC to identify components. Make a list of any component shortages. Use this list and the TM or SC to prepare the hand receipt shortage annex. Report shortages to the issue clerk/PBO NCO. Discrepancies will be reported on a Report of Discrepancy (ROD), SF 164 which will be initiated and forwarded to the originator (shipper/source of supply).

(8) Check the serial numbers when items with serial numbers are received. Check the items' serial number with the one recorded on the receipt document. If there is no serial number listed on the receipt document, enter it.

(9) If serviceability of an item is questionable, notify the PBO. The PBO and issue clerk will resolve the matter. Sign the receipt document after actions in (d) through (h) above have been completed.

(10) Make sure all problems are corrected before signing the hand or sub-hand receipt.

c. Property Turn-ins

(1) As equipment becomes non-repairable or is no longer required, it should be turned in to the PBO for redistribution or disposal. Even when property is no longer required or in use, left unsecured, it remains the responsibility of the HRH until properly turned in.

(2) All turn-ins are coordinated with the warehouse NCO, PBO. HRH will prepare a DA Form 2765-1, DA Form 3161 or DD Form 1348-1 depending on the requirements at SSA/PBO/DRMO for turn-in and schedule a turn-in date with the PBO.

(3) On the scheduled turn-in date, the HRH will bring the property to the PBO warehouse. The PBO/his representative's signature on the applicable form (DA Form

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3161) is the turn-in supporting documents and releases the HRH from accountability for the item(s) turned-in.

(4) Property transactions will be processed onto the automated property book systems and transaction copies will be provided to the HRH within 5 working days.

d. Reconciliation.

(1) Hand receipt reconciliation is required quarterly after the signing of the joint inventory or annual inventory. This action reconciles the hand receipt with all hand receipt transaction register(s) from the previous 3-month period.

(2) The HRH will check the new hand receipt to ensure transactions in the past 3 months have been properly posted to the hand receipt. If the hand receipt is correct, HRH will maintain one copy and return the original signed copy to the PBO. Discrepancies are to be forwarded in writing to the PBO.

(3) Causative research will be conducted on any discrepancy with property adjustment processed onto the property book automated systems as necessary. Upon completion of any adjustment(s) and printing of a corrected hand receipt, the hand receipt is signed.

e. Property Issued to Activities Outside of 18th MEDCOM.

(1) Units can make temporary equipment loans to other units/activities for a period not to exceed 6th months. The physical release or loan of property to such activities without DCSLOG approval is strictly prohibited.

(2) Property is loaned with the supposition that it will be properly maintained during the term of the loan and that the loaned property will be returned in a serviceable condition. Upon return of the property, a requesting individual will clear the temporary hand receipt and promptly notify the PBO to indicate return of the equipment.

(3) Lateral transfer of property to another activity without DCSLOG approval is strictly prohibited. Upon approval of lateral transfer, the PBO coordinates movement of the transferred item to the gaining activity. The property book officer is responsible for ensuring lateral transfer documentation is signed by the gaining PBO verifying the receipt. The losing unit prepares DA Form 3161 for the items to be transferred and forwards to PBO for approval.

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f. Unaccounted for property/Found on Installation (FOI).


(1) HRH may discover property within his/her area, which is not reflected on the hand receipt. HRH will coordinate with neighboring HRHs and PBO to ensure that the property is not being accounted for on another hand receipt. In any event, the individual who has control over the item has personal responsibility for the care and safeguarding of government property.

(2) If HRH has a requirement for the item (s), a DA Form 2765-1 should be prepared and forwarded to the PBO. The property book officer will screen the listed property against property book automated systems' reports to determine whether the item is currently carried on the property book or not. If it is on the property book, the responsible HRH will be notified.

(3) If property is not listed on the property book, DA Form 2765-1 will be processed as a found on installation document to establish formal accountability.

(4) HRH having no desire to retain an item that has been found will notify the PBO stating that the item is not on hand receipt and that he/she has no need for the item. If the item is listed on the property book, the primary HRH will be notified. If the item is not on the property book, proper procedures will be initiated to turn in the equipment to SSA/DRMO

6. The point of contact for this memorandum is Chief, Property Management Division, Deputy Chief of Staff, Logistics at 736-6836.


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Commanding

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